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**RECREATION ACQUISITION AND DEVELOPMENT GRANT PROGRAM**

**2022 GRANT INSTRUCTION SHEET**

(Application Forms are Attached)

***Funding for the 2022 Grant Round will be in the following Categories:***

1. Grants of up to $100,000 will be awarded for Small Recreation Development projects.

Grants require a 20% match which may be in-kind. For example:

|  |  |  |
| --- | --- | --- |
| Project Cost | Maximum Grant Amount  | Match |
| $125,000 (or more) | $100,000 | $25,000 |
| $100,000 | $80,000 | $20,000 |
| $75,000 | $60,000 | $15,000 |

1. Grants of up to $400,000 will be awarded for Large Recreation Development projects. Development Grants require a 20% match which may be in-kind. For example:

|  |  |  |
| --- | --- | --- |
| Project Cost | Maximum Grant Amount  | Match |
| $500,000 (or more) | $400,000 | $100,000 |
| $400,000 | $320,000 | $80,000 |
| $300,000 | $240,000 | $60,000 |

1. Grants of up to $400,000 will be awarded for Recreation Acquisition projects. Acquisition Grants require a 50%match.

***Application and Grant Award Schedule:***

|  |  |
| --- | --- |
| September 17 to December 16, 2021 | Application Period |
| December 17, 2021 @ 3pm | Application Deadline |
| December 17, 2021 through April 8, 2022 | Staff Completeness Review & RRRC Review/Scoring |
| Spring 2022 | Anticipated Award Announcement  |

***Who is eligible to apply?***

* The applicant must be a municipal agency or a Native American Tribe. Municipal agencies may submit applications in partnership with non-municipal entities. For the purposes of this program, school departments do not qualify as a municipal agency.

***What recreational facilities are eligible?***

* Generally, the recreational facility should be owned by the municipality. At a minimum, the municipality must have custody of the facility, control the use of the facility, and be responsible for the facility’s maintenance and care. Recreational facilities owned and operated by a school department are not eligible unless the custody and control of the facility is granted to the municipality. Copies of the property deeds, leases, restrictions or other appropriate documents must be provided upon request.

***Eligible Projects:***

* Recreation Acquisition Projects: Recreation land acquisitions shall require:
	+ the purchase of fee simple title to land that will be developed for outdoor recreation purposes; and
	+ a master plan for development of the property.
* Recreation Development Projects: Development projects shall be designed to provide public outdoor recreation.

***Ineligible Projects: (examples)***

* Recreation Acquisition Projects:
	+ Projects to purchase easements, development rights, etc.
	+ Projects that would significantly limit public access in the days or times that the facility is available to the public.
* Recreation Development Projects:
	+ Projects primarily involving planning without proposing new or expanded recreational resources.
	+ Projects that would significantly limit public access in the days or times that the facility is available to the public.
	+ Projects that are primarily for normal maintenance and repair of facilities.

***What conditions will the property be subject to?***

* The property, as defined in the Project Boundary Map (see Additional Requirements below), must be kept available for public outdoor recreation use in perpetuity.
* DEM Recreation Easements will be required on all Recreation Acquisition project properties.
* Applications are subject to review by the RI Historical Preservation and Heritage Commission and Governor’s Commission on Disabilities.
* Projects must comply with all applicable governmental laws, regulations, and permitting requirements.
* Fee Policy: If **no** fees are charged to city/town residents, then fees cannot be charged to other RI residents. If fees **are** charged to city/town residents, then fees to non-residents of that city/town cannot be more than twice the city/town resident fee.

***Additional Requirements:***

* Public Participation: Project sponsors shall hold at least one public meeting or hearing with proper public notice not more than 6 months prior to grant submission to ensure the proposed project has been thoroughly vetted and public officials and residents support the project before the application is reviewed. This is required for **all** project categories regardless of funding levels. Submit the agenda and meeting/hearing minutes demonstrating that the project was presented and discussed at a meeting/hearing of either the City/Town Council, Planning Board, or other similar public meeting. The notice requirement can be met through an advertisement in a local paper and/or posting on the Secretary of State’s website. The meeting can be a special public hearing or a regularly scheduled meeting with the proposed project listed as a separate item on the agenda. The proposed grant submission must be fully presented and discussed with an opportunity for public input. *(Draft minutes are acceptable for the application submittal; however, final approved minutes are required prior to grant award.)*
* Municipal Approval: Project sponsors shall submit documentation authorizing the submission of the grant application and the municipality’s matching contribution such as an official City/Town Council letter, meeting minutes. or a resolution.
* Project Boundary Map: Project sponsors shall provide a Project Boundary Map with the Application that clearly identifies the project area and parcel boundaries.
* Comply with municipal purchasing procedures including competitive bidding and proper advertisement.
* Install suitable signage providing permanent public acknowledgment of financial assistance by the State Bond Funds at the project site.
* Submit Status Reports biannually (every 6 months) and a Final Project Report within 30 days of project completion.
* Any changes to the Grant Agreement Scope of Work must be pre-approved in writing. Grant award reductions may be necessary for unapproved changes and/or elimination of Scope of Work items.

***How to Apply:***

* There are separate application forms for development and for acquisition projects.
* Download the appropriate Recreation Grant Application Form & Budget Sheet (for either acquisition or development grants) from the DEM website at <http://www.dem.ri.gov/programs/planning/grants/index.php> Be sure to use the correct forms.
* Save the forms on your computer and enter the information in the space provided.
* Complete the entire application including the Priority Rating System Questions for all Acquisition and Development grants.
* Be concise and stay within the space provided. If referencing reports and documents that are available on the internet, provide links to access them instead of copying the full report in the application or as an attachment.
* Email the following as attachments to lisa.mcgreavy@dem.ri.gov prior to the application deadline:
	+ Application form
	+ Budget Sheet (In Microsoft Excel)
	+ Project Boundary Map
	+ Site Plan showing details of the proposed project (for Development grants only)
	+ Master Plan (for Acquisition grants only)
	+ Documents demonstrating public participation and municipal approval.
* Application Deadline: **December 17, 2021at 3:00pm**. Applications received after the filing deadline will not be accepted.

***How the Decision is made:***

* The RI Recreation Resources Review Committee (RRRC) utilizes a Recreation Grant Selection Process developed as part of the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Each application will be evaluated and scored based on the criteria of the Recreation Grant Selection Process which is included in the application forms.
* Once the applications are scored, the RRRC will forward their reviews to the Director of the Department of Environmental Management for consideration. The Director shall review the RRRC grant award recommendations and have the authority to adjust such grant awards, including consideration as to whether one community may be receiving a disproportionate amount of the funds available and so that a reasonable geographic distribution of funds is achieved.

***For more information or assistance, please contact*:**

Lisa McGreavy (401-222-4700 ext.2777611) or lisa.mcgreavy@dem.ri.gov

DEM offers several grant opportunities to support land-based conservation and recreation initiatives. For more info on all DEM GreenSpace Grants, see <http://www.dem.ri.gov/programs/planning/grants/index.php>

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**Recreation Acquisition & Development Grant Program**

***2022 Grant Application for Recreational Acquisition Grants***

**Please see the 2022Grant Instruction Sheet and enter the information in the spaces provided**

**PART A: GENERAL INFORMATION**

1. **Municipality:** Click here to enter text.
2. **Project Name:** Click here to enter text.
3. **Address of property to be acquired:** Click here to enter text.
4. **Map and Lot:** Click here to enter text.
5. **Grant Category: Recreation Acquisition Projects up to $ 400,000 (50% match)**

**Has a separate application for an associated recreation development project been submitted**? Yes [ ]  No[ ]

1. **Grant Amount Requested:** Click here to enter text.
2. **Authorized Government Official Name & Email:** Click here to enter text.
3. **Name of Contact:** Click here to enter text.
4. **Title of Contact**: Click or tap here to enter text.
5. **Email of Contact:** Click here to enter text.
6. **Telephone: of Contact:** Click here to enter text.
7. **Address of Contact:** Click here to enter text.
8. **Municipal FEIN #:** Click here to enter text.
9. **Acquisition Target Dates:**

**Start Date:** Click here to enter text. **Finish Date:** Click here to enter text.

1. **Project Summary: (Please be concise. Clearly state the problem, how the project will address the problem, how the budget will support the project and what the feasibility is for project completion.)**

Click here to enter text.

1. **Please provide the following information on the proposed Recreation Acquisition project:**
* **Acreage to be acquired:** Click here to enter text.
* **Assessed value of land:** Click here to enter text.
* **Date of tax assessment:** Click here to enter text.
* **Appraised value (if known):** Click here to enter text.
* **Source and date of appraisal:** Click here to enter text.
* **Current owner of property:** Click here to enter text.
* **Is the land currently for sale?** Yes [ ]  No [ ]
	+ **If, yes, what is the asking price?** Click here to enter text.
	+ **If no, is there a willing seller?** Yes [ ]  No [ ]
1. **Public Participation Requirement:**

Hold at least one public meeting or hearing with proper public notice no more than 6 months prior to grant submission.

* **Enter date(s) of public meeting or hearing:** Click here to enter text.
* **Is a copy of the agenda and meeting/hearing minutes attached?** Yes [ ]  No [ ]
1. **Municipal Approval Requirement:**

Hold at least one meeting of the City/Town Council with proper public to authorize the submission of the grant application and the municipality’s matching contribution. Submit documentation such as an official City/Town Council letter, meeting minutes or a resolution.

* **Enter date(s) of City/Town council meeting:** Click here to enter text.
* **Is a copy of a resolution or meeting minutes attached?** Yes [ ]  No [ ]
1. **Fees:**

**Are fees currently charged for use of this land?** Yes [ ]  No [ ]

If yes, attach a copy of the fee schedule.

If fees are charged, is the fee policy in compliance with the Fee Policy? (See Instructions) Yes [ ]  No [ ]

If fees are charged and not in compliance with Fee Policy, explain here:

 Click here to enter text.

20. **Signature:**

**By checking the box below, the person filling out this application certifies that he or she is authorized to sign this application on behalf of the applicant/municipality and, if awarded a grant, the municipality will comply with the following program requirements:**

* **Diligently manage and execute the grant to complete the project to the specifications described in this application within the project period and budget.**
* **Operate and properly maintain public-use pursuant to the project.**
* **Not discriminate in the availability and usage of the land pursuant to the project.**
* **Record a recreation easement that permanently restricts the project land area to recreational use.**

 [ ]  Name and Title of Authorized Governmental official: Click here to enter text.

 Date: Click here to enter text.

**PART B: PRIORITY RATING SYSTEM QUESTIONS FOR RECREATION ACQUISITION PROJECTS**

**Be concise. If you are referencing reports and documents that are available on the internet, provide links to access them instead of copying the full report in the application or as an attachment.**

1. **Relationship to Need (10 Points):**

**Points will be awarded based on the need and/or demand for parks or other recreational land in the area.**

Click here to enter text.

1. **Acres to be Acquired (20 Points):**

**One point per acre acquire, up to a maximum of 20**

Click here to enter text.

1. **State Planning Consistency (10 Points):**

**The project satisfies priority needs documented in the State Comprehensive Outdoor Recreation Plan (SCORP) and any other State Guide Plan elements identified as applicable by the RRRC. Points will be awarded based on the number and/or importance of recommended actions supported by the proposal.**

Click here to enter text.

1. **Relationship to Community Planning (5 Points):**

**The project advances elements of a larger community planning process.**

Click here to enter text.

1. **Applicant Priority (0-5 Points):**

**The applicant’s highest priority application will receive 5 points, the applicant’s second highest priority application will receive 3 points, and the applicant’s third highest priority application will receive 1 point. All other applications will receive 0 points.**

Click here to enter text.

1. **Historic & Cultural Preservation (10 Points):**

**Acquisition of the site will preserve significant historical, cultural, or scenic resources.**

Click here to enter text.

1. **Habitat Preservation (10 Points):**

**Acquisition of the site will preserve areas of wildlife habitat.**

Click here to enter text.

1. **Brownfield Redevelopment (5 Points):**

**Acquisition of the site will provide for the redevelopment of a brownfield as defined by DEM Remediation Regulations.**

Click here to enter text.

1. **Connectivity (5 Points):**

**Acquisition of the site will provide for a connection between two existing recreational resources or from a population center to a recreational resource.**

Click here to enter text.

1. **Equity, Service, and Accessibility (15 Points Total – 5 Points Each for A, B & C):**

**The project will expand the recreational opportunities available to disadvantaged segments of the population.**

1. **The project is located within or provides enhanced service to neighborhoods in which low income and/or minority residents are over-represented. (5 Points):**

Click here to enter text.

1. **The project is in a densely populated neighborhood or a neighborhood identified for revitalization by State or community programs. (5 Points):**

Click here to enter text.

**C) The project is served by public transportation (within ¼ mile of a bus stop) or is proximate to a bikeway. (5 Points):**

Click here to enter text.

1. **Climate Change Resiliency (5 Points):**

**Acquisition of the site will enhance an area’s resiliency to climate change through elements such as a coastal buffer, flood storage, future marsh migration, etc.**

Click here to enter text.

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**Recreation Acquisition & Development Grant Program**

***2022 Grant Application for Recreation Development Grants***

**Please see the 2022 Grant Instruction Sheet and enter the information in the spaces provided**

**PART A: GENERAL INFORMATION**

1. **Municipality:** Click here to enter text.
2. **Project Name:** Click here to enter text.
3. **Address of property to be developed:** Click here to enter text.
4. **Map and Lot:** Click here to enter text.
5. **Grant Category:** Check one below:

[ ]  **Small Recreation Development Projects up to $100,000 (20% match)**

[ ]  **Large Recreation Development Projects $100,001 to $400,000 (20% match)**

**Has a separate application for an associated acquisition project been submitted?**

**Yes** [ ]  **No** [ ]

1. **Grant Amount Requested:** Click here to enter text.
2. **Does the Municipality own the property**? Yes [ ]  No [ ]

1. **Authorized Government Official Name & Email:** Click here to enter text.
2. **Name of Contact:** Click here to enter text.
3. **Title of Contact**: Click or tap here to enter text.
4. **Email of Contact:** Click here to enter text.
5. **Telephone: of Contact:** Click here to enter text.
6. **Address of Contact:** Click here to enter text.
7. **Municipal FEIN #:** Click here to enter text.
8. **Project Target Dates: Start:** Click here to enter text. **Finish:**  Click here to enter text.
9. **Project Summary: (Please be concise. Clearly state the problem, how the project will address the problem, how the budget will support the project and what the feasibility is for project completion.)**

Click here to enter text.

1. **Please list the new facilities that will be developed and/or the existing facilities that will be renovated for the proposed Recreation Development project. Expand the table as needed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Proposed Scope of Work****(Include number of items, square footage, dimensions, etc.)** | **New facility or existing facility to be renovated?** | **Is the new or renovated facility replacing an existing recreational resource? If yes, provide the rational for eliminating the existing resource.** | **Timeline (Start & Finish)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Site Maintenance History for any proposed renovations:**

**Document below how any existing facility(s) proposed for renovation in Question #17 has been maintained consistent with industry standards. Expand the table as needed.**

|  |  |
| --- | --- |
| **Approximate Date or Annual Schedule or Frequency** | **Maintenance performed on proposed renovation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Public Participation Requirement:**

Hold at least one public meeting or hearing with proper public notice no more than 6 months prior to grant submission.

* **Enter date(s) of public meeting or hearing:** Click here to enter text.
* **Is a copy of the agenda and meeting/hearing minutes attached?** Yes [ ]  No [ ]
1. **Municipal Approval Requirement:**

Hold at least one meeting of the City/Town Council with proper public to authorize the submission of the grant application and the municipality’s matching contribution. Submit documentation such as an official City/Town Council letter, meeting minutes or a resolution.

* **Enter date(s) of City/Town council meeting:** Click here to enter text.
* **Is a copy of a resolution or meeting minutes attached?** Yes [ ]  No [ ]
1. **Fees:**

**Are fees currently charged or proposed for this facility?** Yes [ ]  No [ ]

If yes, are fees in compliance with the Fee Policy? (See Instructions) Yes [ ]  No [ ]

Is a copy of the fee schedule attached? Yes [ ]  No [ ]

If not in compliance, explain here: Click here to enter text.

1. **Permit Requirements:**

**Please list all anticipated state permits required for the project and their application status (including date to be submitted/date submitted, file #, pending/approved):**

Click here to enter text.

1. **By checking the box below, the person filling out this application certifies that he or she is authorized to sign this application on behalf of the applicant/municipality and, if awarded a grant, the municipality will comply with the following program requirements:**
* **Diligently manage and execute the grant to complete the project to the specifications described in this application within the project period and budget.**
* **Operate and properly maintain all public-use facilities developed pursuant to the project.**
* **Not discriminate in the availability and usage of any public facilities developed pursuant to the project.**
	+ **Record a Notice of Grant Agreement on the project land area that permanently restricts it to outdoor recreational use.**

 [ ]  Name and Title of Authorized Governmental Official: Click here to enter text.

 Date: Click here to enter text.

**PART B: PRIORITY RATING SYSTEM QUESTIONS FOR RECREATION DEVELOPMENT PROJECTS**

**Be concise. If you are referencing reports and documents that are available on the internet, provide links to access them instead of copying the full report in the application or as an attachment.**

1. **Relationship to Need (10 Points):**

**Points will be awarded based on the need and/or demand for the proposed recreational activity in the area.**

Click here to enter text.

1. **State Planning Consistency (10 Points):**

**The project satisfies priority needs documented in the State Comprehensive Outdoor Recreation Plan (SCORP) and any other State Guide Plan elements identified as applicable by the RRRC. Points will be awarded based on the number and/or importance of recommended actions supported by the proposal.**

Click here to enter text.

1. **Relationship to Community Planning (5 Points):**

**The project advances elements of a larger community planning process.**

Click here to enter text.

1. **Applicant Priority (0-5 Points):**

**The applicant’s highest priority application will receive 5 points, the applicant’s second highest priority application will receive 3 points, and the applicant’s third highest priority application will receive 1 point. All other applications will receive 0 points.**

Click here to enter text.

1. **Multi- community or Regional Needs (3 Points):**

**The project demonstrates how it will address multi- community or regional needs.**

Click here to enter text.

1. **Economic Revitalization (5 Points):**

**The project will improve the economy of an area. Examples can include projects that spur local business activity, tourism, job creation, town center redevelopment, etc.**

Click here to enter text.

1. **Historic & Cultural Preservation (5 Points):**

**Projects that protect and restore historic and cultural resources, educate the public about the importance of these resources via interpretive signage, etc.**

Click here to enter text.

1. **Habitat Creation & Restoration (5 Points):**

**Projects that create and/or substantially restore areas of wildlife habitat.**

Click here to enter text.

1. **Brownfield Redevelopment (3 Points):**

**The project involves the redevelopment of a brownfield as defined by DEM Remediation Regulations.**

Click here to enter text.

1. **Connectivity (3 Points):**

**The project creates a connection between two existing recreational resources or from a population center to a recreational resource.**

Click here to enter text.

1. **Maintenance (0 to -5 Points)**

**The applicant has documented that the facility proposed for renovation has been maintained consistent with industry standards.**

Click here to enter text.

1. **Equity, Service, and Accessibility (15 Points – 5 Points Each for A, B & C):**

**The project will expand the recreational opportunities available to disadvantaged segments of the population.**

1. **The project is located within or provides enhanced service to neighborhoods in which low income and/or minority residents are over-represented. (5 Points):**

Click here to enter text.

1. **The project is in a densely populated neighborhood or a neighborhood identified for revitalization by State or community programs. (5 Points):**

Click here to enter text.

**C) The project is served by public transportation (within ¼ mile of a bus stop) or is proximate to a bikeway. (5 Points):**

 Click here to enter text.

1. **Expanded Usage (7 Points):**

**The project adds to the number of recreational amenities or hours of usage (e.g. additional fields are added to a facility or lights are added so it can be used at night).**

Click here to enter text.

1. **Multiple Uses (5 Points):**

**The project appropriately integrates a variety of recreational opportunities providing activities for a mix of age groups and degrees of physical abilities.**

Click here to enter text.

1. **Improved User Comfort or Safety (5 Points):**

**The project provides for the addition of bathrooms, fencing to separate recreational activities, benches, shade trees, shelters over picnic tables, etc.**

Click here to enter text.

1. **Opportunities for physically or mentally challenged individuals (5 Points):**

**The project provides activity or amenity features that expand the recreational opportunities for physically or mentally challenged individuals (such features to be in excess of normally mandated barrier-free accessibility standards).**

Click here to enter text.

1. **Green Building and Site Design (3 Points):**

**The project incorporates green building and site design/LEED/SITES features (water or energy conservation, recycled materials, provisions for renewable energy, etc.)**

Click here to enter text.

1. **Climate Change and Resiliency (3 Points):**

**The project incorporates innovative ways to account for impacts associated with climate change such as site/landscape construction to provide adaptations for sea level rise, shade, storm buffers, stormwater infiltration, etc.**

Click here to enter text.

1. **Exceptional Features (3 Points):**

**The project has special features not noted elsewhere in the application. For example, promotes arts, supports healthy aging, special programming, includes acquisition of land, etc.**

Click here to enter text.

BUDGET SHEET FOR ACQUISITION PROJECTS

Note: Double click on the table below to open it and enter information, then click outside the table to close it.



BUDGET SHEET FOR DEVELOPMENT PROJECTS

Note: Double click on the table below to open it and enter information, then click outside the table to close it.

